

राष्ट्रीय कृषि और ग्रामीण विकास बैंक  
असम क्षेत्रीय कार्यालय, गुवाहाटी -781006  
NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT  
ASSAM REGIONAL OFFICE, GUWAHATI-781006

**Ref. No.NB(Assam)/ 1916 /DPSP/Tender-Hiring of cars/2022-23**

**Date : 24 January 2022**

**निविदा का नाम:**

**NAME OF TENDER :**

नाबार्ड असम क्षेत्रीय कार्यालय, दिसपुर, गुवाहाटी-781006 द्वारा वाहन किराए पर लेना -  
अनुबंध की अवधि 31 मार्च 2025 तक

Hiring of Cars by National Bank for Agriculture and Rural Development, Assam Regional  
Office, Dispur, Guwahati – 781006 - Contract period upto 31 March 2025

**निविदाकर्ता का नाम/NAME OF TENDERER \_\_\_\_\_**

**पता/ ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**THE CHIEF GENERAL MANAGER  
NATIONAL BANK FOR AGRICULTURE  
AND RURAL DEVELOPMENT (NABARD),  
ASSAM REGIONAL OFFICE, G.S. ROAD,  
DISPUR, GUWAHATI - 781006**

**SCHEDULE OF TENDER:**

Date of issue of tender document	24 <sup>th</sup> January 2023
Pre Bid Meeting with bidders	01 <sup>st</sup> February 2023 at 03:00 PM
Due date for submission of tender	13 <sup>th</sup> February 2023 by 03:00 PM
Date and time of opening technical bids	15 <sup>th</sup> February 2023 at 03:00 PM
Issue and Opening of Price Bid	Will be communicated to qualified bidders in due course.

## **A. Terms and Conditions:**

1. National Bank for Agriculture and Rural Development (NABARD), Assam RO, Guwahati, invites quotations for hiring of cars at Guwahati from car rental agencies/companies having adequate capacity to cater to bank's requirement and satisfying the following criteria:-  
The Agency :
  - i. Should have minimum of **05 owned / legally attached** cars of which 02 cars should preferably be Honda City/Skoda Rapid/Volkswagen Vento/Innova, etc. **Vendors with adequate vehicles having taxi permits will be given preference irrespective of rates quoted.**
  - ii. Should have provided similar service to public sector banks/public sector undertaking/state/central government departments during the preceding 3 years.
  - iii. Should have a minimum annual turnover of Rs.**10.0 lakh** (Rupees Ten Lakh).
2. Quotations may be submitted in 2 envelopes. Envelope I should contain Technical bid, having the basic data for pre-qualification as above and General Terms & Conditions, accompanied by copies of the following documents:
  - a. Copies of the RC books regarding proof of ownership of minimum **5 cars** owned by proprietor or legally attached to firm/ agency /company.
  - b. Copies of the current contract/ agreement /work order from Public Sector Banks/Public Sector Undertaking/State/Central Government Departments entered into during preceding 3 years.
  - c. IT Returns for the preceding 3 years.
  - d. The General Terms and Conditions are mentioned in Annexure 1.
3. **Sealed offers should be submitted separately as follows:**
  - a. The Technical Bid (Part-I) and Financial Bid (Part-II) complete in all respects duly sealed and addressed to **The Chief General Manager, NABARD, Assam RO, G. S. Road, Dispur, Guwahati- 781006**, and super scribed "**Tender for Hiring of Car**".
  - b. In two separate sealed Envelopes indicating clearly "**Part-I: Technical Bid**" and "**Part-II : Price Bid**".
  - c. You can enclose Envelopes I & II in a 3rd big envelope.
4. **Envelope I (Part-I) shall contain:**
  - a) The Technical Bid (Part-I) of tender, every page of which should be filled up wherever required and duly signed and stamped as acceptance to the tender conditions.
  - b) Relevant documents supporting the Criteria for Technical Document Sheets.
  - c). Earnest Money Deposit (EMD) of Rs.10000.00 (Rupees Ten Thousand only) by way of directly crediting into our Current Account.

The Current Account Details are as under :

Name of Account : National Bank for Agriculture and Rural Development
Bank Name : NABARD
Branch Name : Head Office, Mumbai
Account No. : NABADMN12
IFS Code : NBRD0000002

- e). Tender without EMD shall be rejected.
- f). **The Technical Bid** will be opened at 15:30 hours on 15<sup>th</sup> February 2023 in the presence of bidders' representatives, should they choose to be present.

**5. Envelope II shall contain:**

- a. The financial bid shall be filled in all respect and submit in the prescribed format without any deviations.
- b. The financial bid should not contain any conditions whatsoever and any conditional bids shall be rejected.
- c. The price bid will be opened on some future date and time which will be communicated only to qualified bidders.

**6. After opening of Part II (Envelope-II), L1 (lowest) rates for each category of vehicles will be noted and a rate chart will be finalized.** All the vehicles will have to be supplied at these **determined rates only.**

**7. Only the bidders who qualify in the Technical / PQ (Envelope I) will be offered to supply vehicles at the rates as determined at Para 6 above. Those qualified bidders who accept the offer will be empanelled by NABARD, Assam RO, Guwahati-781006 to supply vehicles at the determined rates.**

**8.** Tendering firm / bidder preferably may have own office and or sub office at Guwahati, Assam, India.

**9.** Tendering firm should have an account in a scheduled commercial bank. All payments will be made through e-payment system.

**10. Last date for submission of the quotations – 13<sup>th</sup> February 2023 by 15:00 hrs.**

## **B. INSTRUCTIONS TO THE BIDDER**

1. All PQ bid papers annexed along with the '**PQ/Financial Bid**' document should be **serially numbered on the top right hand corner** of every page.
2. All pages of the PQ/Financial bid document should be duly signed and stamped by the authorized signatory of the applicant. The PQ/Financial bid document should be **submitted in original**. PQ/Financial bid document not submitted in original will be rejected.
3. The applicant should submit all requisite documents in support of information furnished in the **PQ/Financial Bid** document.
4. Tender should be submitted super-scribed with the name of the work, date and time of opening on the envelope. They will be received upto 15:00 hours on 13<sup>th</sup> February 2023 and will be opened on 15<sup>th</sup> February 2023 at 15.30 hours in the presence of the bidders who choose to be present.
5. NABARD, Assam RO, Guwahati does not bind itself to accept the lowest or any TENDER and reserves the right of accepting the whole or any part of the TENDER and the Bidder shall be bound to perform the same at the rates determined.
6. PQ bid and the Financial bid should be enclosed in separate sealed envelopes, super-scribing **PQ bid and Financial bid** respectively thereon.
7. A copy of tender details can be obtained from our websites [www.nabard.org](http://www.nabard.org).
8. Financial bid shall be opened only in respect of those tenderers who have complied with the requirements as laid down in PQ criteria.

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## ANNEXURE – 1

### General Terms and Condition - Hiring of Cars

1. You will provide cars as per the rates determined and as per the process explained earlier. These rates will be valid from 01 April 2023 to 31 March 2025.
2. The cars provided by you will be maintained neat and tidy and will have proper upholstery. The cars will be provided with **mineral water bottles** (of reputed brands like Bisleri, Aquafina, or Kinley, etc.), **newspaper** (English) and **hand towels / boxes of paper napkins**.
3. The cars will have all necessary documents like copies of RC book, insurance, Pollution Control Certificate, necessary permit, etc.
4. The drivers will be well turned out and in possession of valid driving license and mobile telephone.
5. Booking of cars will be done by authorized officials.
6. The duty-slip (format will be provided by NABARD, Assam RO, Guwahati) will be signed out by the officials using cars and closing kms & time must be indicated and the bills will not be settled unless the signed duty slip are attached with it.
7. All the incidental charges like parking charges, toll charges, etc., will be borne by you and included in the relevant bills.
8. However, the per kilometer rate quoted by you may be reviewed every year on 01<sup>st</sup> of March and proportionately adjusted in line with increase/decrease in petrol/diesel prices on receipt of request from either side.
9. In case of outstation tours, drivers should carry sufficient cash/fuel card etc., and on no account the officials using the cars be made to pay for any amount towards fuel charges/toll charges. Also the fuel tank should be filled up before reporting for duty. On no account should the vehicle be stopped during visits at petrol pumps to fill up.
10. The drivers will carry proper placards (made of fiber or sturdy material) indicating clearly the name of the officials and organization etc., when they proceed to the airport / railway station for receiving the officials.
11. Drivers will always be available with the cars and would not proceed for lunch etc., without obtaining permission of the concerned officials.
12. On receiving the booking, you will immediately contact the user through SMS indicating that their booking is with you. Also, one SMS and phone call confirming the vehicle and driver details etc. will be made on the day of travel at least 08 hours prior to the scheduled time.
13. The bills will be raised on **fortnightly** basis and would be settled normally within a reasonable period. Adequate care must be taken that bills from the

period for which the bills have already been cleared are not raised again. Such bills will be rejected unless valid reason is provided. All payments will be made through e-payment mode only after due statutory deductions.

14. A Penalty of Rs.500/- per trip per vehicle will be deducted for non-adherence to point 2 or 3 above.
15. Non adherence to point 10 or 17 will invite a penalty of 10% of bill amount.
16. For deficiency in services and serious inconvenience caused to the Bank and its officials or to those for whom Bank directs to provide services, penalty not exceeding 10% of the estimated bill for the relevant instance will be imposed. However, the Bank will impose the penalty after giving due notice. In case of dispute, the CGM/OIC, NABARD, Assam Regional Guwahati verdict will be final and binding. It will be the sole responsibility of the contractor to provide taxis / vehicles as and when requisitioned by the Bank during night / early morning without prejudice. Any delay will attract penalty as deemed fit by the Bank.
17. The contractor will also have to make alternate arrangements in case of breakdown of his vehicle(s). In case of failure, the contractor will be responsible to compensate all expenses incurred by the bank in this regard and the same will be deducted from the bill of the contractor. Decision of the Bank in this regard will be final and binding on the operator. Such compensation may be in addition to any penalty imposed under Para 15 above. Penalty and compensation, if any, will be deducted from the pending bill of the contractor.
18. Empanelment will not be a guarantee for getting orders for supply of vehicles from the bank. Even after empanelment banks reserves the right to order for supply of vehicles based on performance only.
19. The contractor shall provide vehicle /taxi on written or verbal instructions over phone within the time specified therein. The contractor shall also be required to provide vehicle/ taxi at short notice from the Bank (say within an hour in case of emergency). **In case the contractor fails to provide taxi on bank request, either verbal over phone or written, the bank shall be free to remove the contractor from the panel of transport providers.**
20. The contractor shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them at their own cost.
21. The successful tenderer shall execute an agreement with the Bank on Non-Judicial stamp paper within 14 days from the date of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract. **Normally, the tender will be valid for two years, renewed every year, after due performance appraisal of the contractor. The contract may be further renewed after expiry of its term, for further period, on terms and conditions as decided by the Bank.** The stamp duty for the above agreement shall be borne and paid by the contractor / tenderer.
22. The rates offered by the tenderers and accepted by the Bank will remain valid for a period of one year as per the contract. These may be reviewed at the time

of renewal of the contract in view of major changes that may occur in labour laws or Govt. decision affecting fuel pricing etc. This will be done only with the prior permission of the Chief General Manager, NABARD, Assam RO, Guwahati-781006.

23. The contractor shall ensure that the cars provided should not be more than 03 (three) years old and should be Euro/Bharat stage IV compliant under pollution control. The contractor should convey without fail the car details i.e. car make & colour, car registration No., driver's name and his mobile number to officials of Car Desk and to the user of the car through telephone and through SMS.
24. The contractor will ensure that the vehicles reach at the correct time, correct place and all the drivers and other staff are polite and prompt in their behaviour/dealing.
25. The contractor will ensure and comply with all the regulations of the RTO and other safety and security regulations that are in vogue and will be responsible for any deviation / non adherence to the rules / regulations in place.
26. In case the contractor is not able to provide the category of car for which booking has been made by the Bank, he has to provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the Bank.
27. Indemnification: The contractor shall indemnify the Bank for any loss or damage caused by the driver/s deployed by the contractor that occurs to persons or building or third party during the period of contract. In absence of the above, the Bank reserves the right to recover the cost of loss or damage suffered by the Bank from the pending bill of the contractor.

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## **PART-I**

### **TECHNICAL BID**

1. Copies of the RC books regarding proof of ownership of minimum 05 cars owned by proprietor or legally attached to the firm.
2. Copies of the current contract/ agreement/ work order from Public Sector Banks/ Public Sector Undertaking/ State/Central Government Departments entered into during preceding 03 years.
3. IT Returns for the preceding 03 years.
4. Copy of General Terms and Conditions duly agreed upon and countersigned by the bidder.

**FORM OF PQ**

(Technical Bid)

Information to be furnished by the Vendor

1	Name and Registered address	
2	List of vehicles owned or legally attached with the agency	Details to be furnished in the prescribed proforma (Statement I)
3	Whether Registered (If yes, please enclose copies of relevant supporting documents)	
4	Experience (give number of years)	_____ Years
5	Important taxi supply contracts during the last 03 years by the firm together with approximate cost of the individual contract. The full postal address of the clients for whom the works have been executed shall also be given.	Details to be furnished in the prescribed proforma (Statement II)
6	Important taxi supply contracts in which the firm is engaged at present and their estimated cost. The full address of the clients shall be indicated against each project.	Details to be furnished in the prescribed proforma (Statement III)
7	Organizational set up of the firm including names, qualifications and experience of partners / Associates and staff.	Attach a separate sheet
8	Name, Account No., IFSC Code and Address of the Banker/s of the Firm.	
9	Turnover of the firm during last 03 years (Year-wise)	<b>(Rs. Lakh)</b> 2019-20 : _____ 2020-21 : _____ 2021-22 : _____

Note: Please enclose copies of relevant supporting documents, wherever necessary.

Signature of the applicant with  
full address and Office Seal.

**Bank Account Particulars of the Tenderer**

1	Name of Firm	
2	Address of firm	
3	Name of Bank Branch and Address	
4	Bank Code & Branch Code	
5	IFS Code of Bank Branch	
6	Type of Account	(Saving Current Cash Credit) / /
7	Account Number	
8	PAN of Firm	
9	Service Tax Registration No.	



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Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

Signature of the applicant

**STATEMENT - II**

**List of Important taxi supply contracts executed by the agency during the last three years**

<b>No.</b>	<b>Name of the taxi supply contracts</b>	<b>Nature of work involved in contract</b>	<b>Name of the owner, also indicate whether Govt./ Semi- Govt./ Govt. of India Undertaking or Pvt. Body with full Address</b>	<b>Taxi supply contracts cost in lakhs of Rupees</b>	<b>Any Other relevant information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Signature of the applicant

**STATEMENT - III**

**List of Important taxi supply contracts ON HAND being executed by the agency**

<b>Sr. No.</b>	<b>Name of the taxi supply contracts</b>	<b>Nature of work involved in contract</b>	<b>Name of the owner, also indicate whether Govt./ Semi-Govt./ Govt. of India Undertaking or Pvt. Body with full Address</b>	<b>Taxi supply contracts cost in lakhs of Rupees</b>	<b>Any Other relevant information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Signature of the Applicant



## ARTICLES OF AGREEMENT

(To be executed in Rs.100 Non Judicial Stamp Paper)

ARTICLES OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between the National Bank for Agriculture and Rural Development, a body constituted by the NABARD Act 1981 and having its Head Office at C-24, G Block, Bandra-Kurla Complex, Bandra(E) Mumbai-400051 and its Regional Office at G. S. Road, Dispur, Guwahati-781006 (hereinafter called as 'Employer') which expression shall, unless repugnant to the context mean and include its successors and assigns of the one part and \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_ (hereinafter called "the Empanel Contractor") which expression shall unless repugnant to the context mean and include its successors and assigns of the other part.

WHEREAS the Employer is desirous of getting hiring of AC Vehicles on ' **as and when required basis** ' for official purposes of its officers from \_\_\_\_\_ to \_\_\_\_\_ as per the terms and conditions enumerated in Tender Documents of Part I & II to be used in the State of Assam and its adjoining states.

AND WHEREAS

The empanelled contractors have agreed to execute the same subject to the provisions hereinafter contained and subject also to the instructions to the Bidders, general terms and conditions, special conditions (tender documents), all of which are hereinafter collectively referred to as 'the said conditions', and the terms and conditions referred to above at or for the respective rates set out in the Price Bid, amounting to the sum as there under arrived at or such either sum as may become payable hereunder (herein under referred to as the said contract amount).

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT:

1. In consideration of the said Contract Bill(s) Amount to be paid by the employer to the contractor at the time and in the manner set forth in the said conditions and in accordance with the schedule of payments, the Contractor shall upon completion subject to the said conditions offer and render services as shown in the said Tender Document and described in the said Specifications (Part-I) and Schedule of Quantities (Part-II).

3. The said Conditions and other terms & conditions thereto shall be read and construed as forming part of this agreement and the parties hereto respectfully abide by, submit themselves to the said conditions and perform the agreements on their part respectively contained in the said conditions.

4. Tender documents containing notice to the Contractors, Conditions of Contract, Special Conditions of Contract, General Terms of Contract, Technical Bid and Financial Bid with the rates entered therein, shall be read and stamped forming part of this agreement and the parties hereto shall positively abide by and submit themselves to the conditions and specifications and perform the agreements on their part respectively in conditions contained.

5. This Contract is neither a fixed lump sum Contract nor an item rate Contract, but is a Contract to carry out work to be paid for according to actual services rendered as and when required basis by the employer and rates contained in the Financial Bid as per the contract terms & conditions.

6. The Employer reserves to itself the right of altering the drawing nature of the AC Vehicles hiring as per its official requirement by adding to, reducing or omitting hiring or having portions of the same services carried out without prejudice to this Contract.

7. a) The contractors should have experienced and competent staff which will enable them to ensure proper quality services, and who will ensure that the Contractor will carry out proper monitoring of the service standard as required by the contract terms & conditions

b) If the Contractors have any doubt about the quality of services rendered or any difficulty in supervision of its employee it shall be the duty of the Contractors to report the matter in writing forthwith to the Employer, and the Contractors will abide by the direction of the Bank.

c) The Contractors covenant and warrant that quality service is rendered in conformity with the terms and conditions of Contract and is acceptable standard.

8. Time shall be considered as the essence of this Agreement and Contractor hereby agrees to render quality service as specified in the Document of Tender.

9. The contract herein contained shall comprise not only the AC Vehicle hiring work mentioned above but all subsidiary Car hiring works connected therewith within same areas as may be ordered to be done from time to time by the Employer for the time being, even if such hiring of car may not be shown on the said Tender Document or described in the said terms & conditions.

10. All payments by the Employer under this contract will be made at Guwahati by ECS/EFT.

11. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Guwahati and only court at Guwahati shall have jurisdiction to determine the same.

12. This agreement shall be signed in duplicate, the original document shall be kept in the custody of the Employer, the duplicate with Contractor. The stamp duty shall be borne and paid by the Contractor.

13. That the several parts of this contract have been read by the Contractor and fully understood by the Contractor. The Contractor shall not be entitled for the payment for the bills of services beyond the tendered rate and order quantities unless ordered for by specific written instructions from the Bank.

IN WITNESS WHEREOF the Employer has set its hands hereunto and three duplicates hereunto through its duly authorized official and the contractor has caused these presents and three duplicates hereof under its common seal/by its duly authorized representative at the place and on the date and year first hereinabove written.

As witness our hands are affixed this day of \_\_\_\_\_ 2023.

Signed by the said

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Employer

In the presence of

Witness No.1 \_\_\_\_\_

Witness No.2 \_\_\_\_\_

Signed by the said

\_\_\_\_\_  
\_\_\_\_\_

Contractor in the presence of

Witness No.1 \_\_\_\_\_

Witness No.2 \_\_\_\_\_

**PART – II**  
**FINANCIAL BID**

**Tariff Quotations - 2023-25**  
(To be submitted in separate sealed cover)

(Amount in Rs.)

Sr.	Particulars	Daily Rental Charges		Fuel Charges per km		Local Extra Charges Beyond 8 hrs.	Night Halt (10 pm to 6 AM)	Airport	
		Full Day-Local (upto 80km/8 hrs.)	Outstation	Local (Beyond 80 km)	Outstation			Pick Up	Drop
1.	Sedans like Etios/Swift Desire/Skoda/Esteem, etc.(AC)								
2	Honda City /Vento /Honda Civic/Corolla, etc. (AC)								
3	Honda Accord / Mercedes / BMW (AC)								
4	Innova/Scorpio / Bolero / Travera (AC)								
5	AC Bus – 40 Seaters								

**Terms & Conditions:**

1. Out Station Charges is subject to minimum run of 200 Km's per day.
2. Miscellaneous charges such as Toll Tax, Parking will be paid extra.

3. Night Charges will be applicable between 10 PM to 6 AM only.
4. Rates will be applicable w.e.f the date of acceptance of the quotes for one year.
5. Time & distance will be calculated on garage to garage basis subject to maximum of 10 Kms. per trip.
6. Rates/prices are exclusive of all statutory taxes.

Date :

Signature:

Name :

Place:

Seal :